



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
Page 1 of 2

#T2438 PLAN REVIEW SPECIALIST I

SALARY: \$2964 to \$3574, Monthly

APPLY: FIRST DATE: November 7, 2003

LAST DATE: December 12, 2003

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **Prompt application is encouraged.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Later applicants will be eligible for employment consideration as future positions MAY become available.

NOTE:

1. These positions receive \$5125 in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity, and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.
2. **The City of San Diego offers quality savings and retirement plans.** The Supplemental Savings Plan (SPSP) was established when the City withdrew from the Social Security System. Under the SPSP program, the City matches 100% of vested employees' contributions which can be placed in numerous investment options of the employee's choice. Two additional optional savings plans, 401(k) and Deferred Compensation, allow employees to place a portion of their salary into accounts where it, and the interest earned, are not subject to income taxation. The employee also directs how these monies are invested. All of these plans provide a convenient way for employees to add to their savings for retirement which will be independent of, and in addition to, the City Employees' Retirement System (CERS) benefits.
3. Plan Review Specialists I need to complete a minimum of 45 hours of continuing job-related education for every three-year period of employment with the City of San Diego.

REQUIREMENTS: You must meet **ONE** of the following requirements on the date you apply, unless otherwise indicated.

(Proof of degree/certificate/transcripts must be submitted with your application.)

1. Associate Degree in Engineering, Architecture, Building Construction Technology, or closely related degree. **-OR-**
2. Certificate as an Engineer-in-Training (EIT) issued by a State licensing board. **-OR-**
3. Two years of full-time subprofessional engineering, drafting, or land surveying experience typically under the direction of a professional engineer, architect, or land surveyor.

NOTE: A maximum of one year of the required experience above may be substituted with one of the following:

- a. Possession of a valid Plans Examiner certificate issued from the International Code Council (ICC), or the International Conference of Building Officials (ICBO), dated within the last three years. **-OR-**
- b. Successful completion of a minimum of 30 semester/45 quarter college units required for an Engineering, Architectural, Building Construction Technology or related degree program, including general education subjects. **At least half of these units must be in mathematics, chemistry, physics, or other engineering core subjects.**

CERTIFICATE: A valid Plans Examiner certificate issued from the ICC or the ICBO **will be required within two years from the date of hire.** NOTE: If you have been **continuously employed** as a Plans Examiner with the City of San Diego **since at least January 1, 1994**, you may request to waive the certificate requirement.

LICENSE: A valid California Class C Driver's License **may be required at the time of hire.**

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

DUTIES: Plan Review Specialists I receive training on the intake and processing of building and engineering plans, and completing the automated permit and support applications; issue building and engineering permits including electrical, mechanical, plumbing, relocation, demolition and transportation permits, replacement of curbs, sidewalks, driveways, and water and sewer permits; calculate permit fees; perform plan checks of single-family and guest house additions for building code and water and sewer requirements; research building records; provide information to the public; and perform other duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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